



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 28, 2023

To: Steve D'Amico, Business Office Manager

From: David M. Patton, Sr. Production Engineer *DMP*

Subject: 2023 Capital Budget Amendment and Budget Transfer
SP WTP Site Utility Tractor and Attachments

The Engineering Department is requesting the creation of a new Capital Budget Item and the transfer of funds from Capital Budget Item No. 1010-100-101471, Decant Submersible Mixers to the newly requested budget item within unit 1090.

Upon an evaluation of rental costs for various site maintenance equipment utilized during the year, it has been determined the purchase of a small compact tractor with various attachments would provide both monetary savings and allow flexibility and immediate use when needed. The attachment includes a rotary broom for driveway maintenance, a lift type rotary "brush" cutter for fence, lagoon and general site maintenance, and a heavy duty snow blower for driveway, sidewalk and building access during winter

The funds are being transferred from the Decant Submersible Mixers line item that are not needed as the mixers were delivered unexpectedly before the end of 2022.

A total of \$70,000 is being requested to be transferred.

DMP:jmf
Attachments
cc: L. Kowalski
M. Wymer
L. Lester

Budget Transfer Authorization

Budget Transfer No: 4

Date: 08/28/2023

Transfer From:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1010	100	101471	Decant Submersible Mixers	\$70,000.00

Transfer To:

Unit	Dept	Capital / O&M Item No.	Description	Amount
1090	100	101759	Site Tractor, with Attachments	\$70,000.00

Statement as to Necessity of Budget Transfer:

Upon an evaluation of rental costs for various site maintenance equipment utilized during the year, it has been determined the purchase of a small compact tractor with various attachments would provide both monetary savings and allow flexibility and immediate use when needed. The attachments include a rotary broom for driveway maintenance, a lift type rotary "brush" cutter for fence, lagoon and general site maintenance, and a heavy duty snow blower for driveway, sidewalk and building access during winter.

The Decant Submersible Mixers budget is not needed, as the mixers were delivered at the end of 2022.

Required Approvals*

Unit Head: D J M Patts 08/29/2023 _____

Dept. Head: Richard W. [Signature] 9/5/2023 _____

Business Office Manager: Steven V. [Signature] 9/5/2023

Executive Engineer: Leonard F. Kovalich 09/06/2023

Comptroller: Jessica R. Brown 9/6/23

Chief Financial Officer: [Signature] 09/05/2023

Chief Operating Officer: _____

Board Resolution Date: _____

* See Back of Form for "Outline of Approvals Required for Budget Transfers", Schedule A and "Approvals Required for Creation of New Budget Items", Schedule B

ERIE COUNTY WATER AUTHORITY

Schedule "A"

Outline of Approvals Required for Budget Transfers

<u>If the Budget Transfer is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Transfer of up to \$75,000 (\$100,000 in Capital) Within the Same Unit	X	X	X					
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept								
Units in Production Department	X	X	X	X				
Units in Distribution Department	X	X	X	X				
Units In Engineering Department	X	X	X	X				
Water Quality Unit	X	X	X	X				
Transfer of up to \$75,000 (\$100,000 in Capital) Between Units in Same Dept:								
Administrative Departments	X	X	X		X			
Transfer of up to \$75,000 (\$100,000 in Capital) Between Depts	X	X	X	X	X	X	X	
Excess of \$75,000 (\$100,000 in Capital)	X	X	X	X	X	X	X	X

Schedule "B"

Approvals Required for Creation of New Budget Items:

<u>If the New Budget Item is:</u>	<u>Necessary Approvals:</u>							
	<u>Unit Head</u>	<u>Department Head</u>	<u>Budget/Financial Analyst</u>	<u>Executive Engineer</u>	<u>Comptroller</u>	<u>Deputy Director</u>	<u>Executive Director</u>	<u>ECWA Board</u>
Under \$10,000	X	X	X	X	X	X	X	
\$10,000 and over	X	X	X	X	X	X	X	X

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____	Project No.: 202000258
Project Description: 2023 Capital Budget Amendment – Production Dept Add Request Sturgeon Point WTP Tractor Attachments	

Item Description:

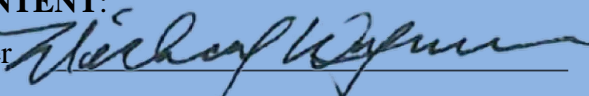


<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input type="checkbox"/> Other _____			

Action Requested:


<input checked="" type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input type="checkbox"/> Other _____	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Sr. Production Engineer		Date: 9/7/2023
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input checked="" type="checkbox"/> Executive Engineer		Date: 09/08/2023
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer		Date: 09/07/2023
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority		Date: 9/8/2023
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Remarks: _____

Resolution Date: _____	Item No: _____
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